

Working With A CBU

One central element of CBI's way of working in various communities is its use of the CBU - "Confidence Building Unit" - as the basic organizing unit.

The CBU is usually comprised of regular members of a community (a geographical community such as a village or a neighborhood, or a social community such as the parents of children at a particular school, for example, or members of the "cultural" community of a bigger town) as well as formal leaders, such as members of a village council, school directors, or even mayors or mayoral aides.

The CBU booklet is a collection of forms developed by the Kicevo office to help the members of the CBU to coalesce better as a working unit. It was observed that due to the strong hierarchical traditions in conservative rural areas, the village president, usually an elder male, was habitually deferred to by the entire CBU that was formed. No progress was being made in establishing basic habits of participation, thus no lessons were being learned about personal efficacy in a democratic society. Furthermore, in the event that community participation was necessary for the implementation of an infrastructure project, the situation sometimes arose where the villagers accused the leader of the CBU (president of village council) of some type of corruption. The set of forms was developed to explain the CBI process, to show CBU members how to keep notes of all meetings and important decisions made, how to report weekly or biweekly to CBI the progress of the project's implementation, and how to record, for village records, the delivery of goods and/or services from CBI's supplier(s).

The booklet is best distributed at the end of the first or second larger village meetings. It should be given to CBU members. However, it should not be given to a village if there is a strong indication that the project will not be approved.

The intended outcome is an improved sense of purpose among the members of a CBU, and improved transparency with better tools given to them to record the decisions, actions, and history of the entire project for other people to see. This works best in villages, in which people are more impressed with the importance of documentation but often lack the experience of having to record things themselves.

Community Building Unit (CBU Committee)

Record Book

1. Meeting Data

- Date of meeting
- Who came to meeting (must be at least 2/3 of full CBU)
- What was discussed
- What was resolved
- Who will do what
- When is the next meeting

2. Project development points

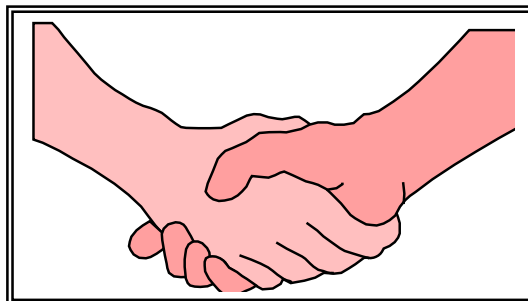
- Discussion of needs: what were all the needs discussed?
- How was one project decided on? (Why that project?)
- How was the CBU (committee) established? Are there women? Young people? Fair mix of ethnic groups to reflect the mix in the community?
- Description of the project.
- Who will benefit? How?
- Who will do the assessment?
- When was the assessment finished?
- What will be the community contribution?
- How did the CBU communicate the community's contribution to them?
- What will the local government or other donors contribute?
- What will CBI contribute?

3. Project implementation points

- Organize work teams: Who is on the team?
- Who will ensure coordination with the local government or other donors?
- Who will monitor the work?
- Organize CBU members to be present for CBI's delivery of materials
- Weekly CBU meetings to make a report on the work and deliveries that week.

FORMS ENCLOSED:

1. MEETING NOTES
2. MATERIALS/SERVICES DELIVERED
3. WEEKLY REPORTS



Crvevci Village CBU

Meeting Notes for Community Building Unit

Meeting Date _____ and Time _____

Meeting Place _____

Attendees _____

Purpose: _____

Notes:

Outcome: _____

For Follow-up: _____

Next Meeting: _____

**Crvevci Village CBU Weekly Implementation Report
For project #KV ____**

Report for week of _____ (Saturday to Friday)

Activities during the week:

1. **Deliveries.** List dates and, briefly, the type of materials and any comments. For example, was everything OK or were there some problems with the delivery?

2. **Work.** List the type of work, who did it, the date they started and finished, and the progress. Is the work going well? What did they accomplish? Is there any problem?

3. **CBU meeting(s) held.** What was the meeting for, what happened, who attended. Did anyone from the CBU or from the community do anything for the project not listed above? (For example, getting a permit from the government, meeting with another donor?)

4. **General.** Have you found any problems with the assessment, with the materials, with the work, or with the entire project not stated above?

Report prepared by _____

Report confirmed by _____

Report given to CBI representative _____ on date _____

Debar CBU

MATERIALS/SERVICES RECEIVED NOTE

Waybill # _____

Grant Num: **KV 038**

Vendor's Name : _____

Delivery Location: _____

Delivery Date: _____

CBU members present: 1 _____

2 _____

3 _____

Comments: _____

	SL	Unit	Description	Q. Accept	Q. Reject	Reason Rejected

Signature of Receiver: _____

Date: _____

Printed Name: _____

Driver's Name: _____

Plate # : _____

Information given to CBI:

Person who met with CBI (must be one of the people listed above) _____

CBI Signature: _____

Date: _____